

# Operating Instructions

PROPRIETARY TELEPHONE WITH  
LCD FOR KX-T61610

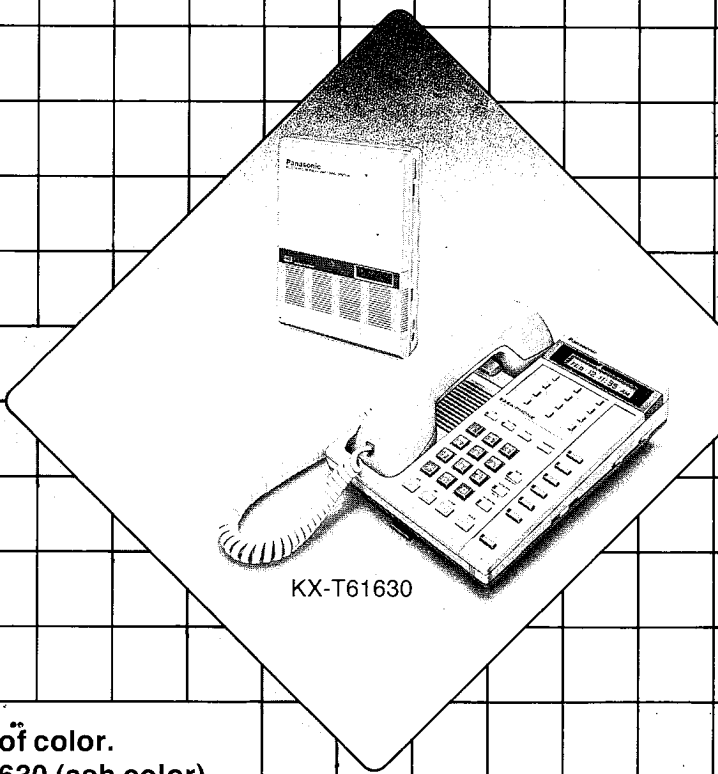
INTEGRATED  
TELEPHONE SYSTEM

**KX-T61630**

MODEL NO. **KX-T61631**

EASA-PHONE®

Basic Operation



KX-T61630

General Information

There are two types of color.  
They are the KX-T61630 (ash color)  
and KX-T61631 (black color).

# Panasonic

Please read before use.

Thank you for purchasing the Panasonic Telephone.

# Features

- **Designed Exclusively** for Electronic Modular Switching Systems except KX-T616 and KX-T616D.
- **LCD Readout** shows date, time and call duration. HELP screen-style 16-digit display helps you program system features.
- **Auto-Answer Speakerphone** lets you set intercom for automatic “hands free” answering. Also allows on-hook dialing.
- **12 Soft Buttons (Programmable Feature)** for one-touch access to system features such as automatic call-back and paging. Can also store numbers for automatic dialing.
- **Call Transfer** switches either outside or internal calls to another extension.
- **Call Forwarding** automatically re-routes door intercom and internal and external calls to a different extension.
- **CO Line BLF** indicates status of each CO line and lets you connect to a CO line by pressing a CO line button.
- **Power Failure Protection** lets you make and receive calls on extensions 11–16 during power failures.
- **Optional Headset** combines the privacy of a handset with the hands free operation of a speakerphone.

## Accessories

Extension line cord . . . . .	1
Handset . . . . .	1
Handset cord . . . . .	1

- Headset KX-T30890 and DSS console KX-T61640 are provided as option.  
See “System Component” described on the reverse of the front cover in INSTALLATION MANUAL.

- If you use a DSS console KX-T61640, you can access another extension by one touch of a DSS button instead of pressing an extension number, and system features of KX-T61610 by one touch of PROGRAMMABLE FEATURE button on a DSS console.  
For further details, see OPERATING INSTRUCTIONS of KX-T61640.

**For further details, see the Installation Manual.**

### TO MAKE CALLS

- Lift the handset or press the SP-PHONE button first.
- After finishing your conversation, hang up the handset or press the SP-PHONE button.

#### INTER OFFICE CALLING

(Intercom)

Dial extension no. (11 through 26)

#### OUTWARD DIALING

Individual Line Access

CO

Dial phone number

- You may dial 81 through 86 instead of pressing the CO button.

Automatic Line Access

Dial phone number

#### SPEED DIALING

MEMORY

Dial speed access code (00 through 99)

#### ONE TOUCH DIALING

(Press the PROGRAMMABLE FEATURE button.)

#### CALLING DOORPHONE

For doorphone 1




For doorphone 2





### WHEN A LINE IS BUSY

#### AUTOMATIC CALL BACK BUSY

For Outside Calls

CO

Hear a busy tone



Hang up handset or press "SP-PHONE"

For Intercom Calls

Dial extension no. (11 through 26) Hear a busy tone



Hang up handset or press "SP-PHONE"

#### BUSY STATION SIGNALING

Dial extension no. (11 through 26) Hear a busy tone

#### LAST NUMBER REDIAL

Lift handset or press "SP-PHONE"

Detach this position

## TO RECEIVE CALLS

<b>ANSWER</b>	Lift handset or <span style="margin-left: 20px;">SP-PHONE</span> <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/> • You may press the CO or ICM button.
<b>AUTOMATIC ANSWER-INTERCOM</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>To set</i></p> <p>AUTO ANS <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/> • The AUTO ANSWER indicator will be lit.</p> <p>MUTE</p> </div> <div style="width: 45%;"> <p><i>To cancel</i></p> <p>AUTO ANS <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></p> <p>MUTE</p> </div> </div>
<b>DIAL CALL PICKUP</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Lift handset or press "SP-PHONE" <span style="margin-left: 20px;">GHI</span> <input style="width: 30px; height: 15px; border: 1px solid black; text-align: center; font-weight: bold;"/>4 <span style="margin-left: 10px;">OPER</span> <input style="width: 30px; height: 15px; border: 1px solid black; text-align: center; font-weight: bold;"/>0</p> </div> <div style="width: 45%;"> <p>• You may dial the ringing extension number instead of 0.</p> </div> </div>

## WHILE HAVING A CONVERSATION

<b>HOLD-CO</b>  <i>Call On Hold</i>	<i>To place call on hold</i> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div>	
	<div style="padding: 5px;"><i>To retrieve at the holding extension</i></div> <div style="text-align: center;">CO <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> <p>• Press the CO button whose indicator is flashing slowly (green color).</p>	<div style="padding: 5px;"><i>To retrieve from another extension</i></div> <div style="text-align: center;">CO <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> <p>• Press the CO button whose indicator is flashing slowly (red color).</p>
<i>Call on Exclusive Hold</i>	<div style="padding: 5px;"><i>To place call on hold</i></div> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> </div>	<div style="padding: 5px;"><i>To retrieve</i></div> <div style="text-align: center;">CO <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> <p>• Press the CO button whose indicator is flashing in groups of 2 (green color).</p>
<b>HOLD-INTERCOM</b>  <i>Call on Hold</i>	<i>To place call on hold</i> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div>	
	<div style="padding: 5px;"><i>To retrieve at the holding extension</i></div> <div style="text-align: center;">ICM <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div>	<div style="padding: 5px;"><i>To retrieve from another extension</i></div> <div style="text-align: center;">JKL <input style="width: 30px; height: 15px; border: 1px solid black; text-align: center; font-weight: bold;"/>5</div> <p>Dial holding extension no. (11 through 26)</p>
<i>Call on Exclusive Hold</i>	<div style="padding: 5px;"><i>To place call on hold</i></div> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> <div style="text-align: center;">HOLD <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div> </div>	<div style="padding: 5px;"><i>To retrieve</i></div> <div style="text-align: center;">ICM <input style="width: 30px; height: 15px; border: 1px solid black;" type="text"/></div>

## Quick Reference Card

### WHILE HAVING A CONVERSATION

<b>CONFERENCE</b>	<input type="checkbox"/> CONF	Dial 2nd party	Consult with 2nd party	<input type="checkbox"/> CONF
<b>CALL WAITING</b> <i>To Terminate the Original Call and Talk to the New Caller</i> <i>To Place the Original Call on Hold and Talk to the New Caller</i>	Hear a call waiting tone	<input type="checkbox"/> CO	or <input type="checkbox"/> ICM	Talk
	Hear a call waiting tone	<input type="checkbox"/> HOLD	<input type="checkbox"/> CO	or <input type="checkbox"/> ICM
	Consult with new caller while original call is on hold			• If both original and new calls are intercom calls, you need not to press the ICM button.
<b>CALL TRANSFER</b> <i>To Transfer after the Other Extension Answers</i>	<input type="checkbox"/> TRANSFER	Dial extension no. (11 through 26)	Announce and wait for answer	Hang up
<i>To Transfer without Announcing to the Other Extension</i>	<input type="checkbox"/> TRANSFER	Dial extension no. (11 through 26)	Hang up	

### PAGING

Lift the handset or press the SP-PHONE button first.

<b>PAGING ALL EXTENSIONS</b> <i>To Access</i>	<input type="checkbox"/> DEF 3	<input type="checkbox"/> GHI 4	Hear 1 beep	Page	Wait for answer and talk
<b>PAGING GROUP</b> <i>To Access</i>	<i>For pickup group 1</i>				
	<input type="checkbox"/> DEF 3	<input type="checkbox"/> JKL 5	Hear 1 beep	Page	Wait for answer and talk
	<i>For pickup group 2: At step 1 above, dial 36 instead of 35.</i>				
	<i>For pickup group 3: At step 1 above, dial 37 instead of 35.</i>				
	<i>For pickup group 4: At step 1 above, dial 38 instead of 35.</i>				
<b>PAGING-EXTERNAL</b> <i>To Access</i>	<input type="checkbox"/> DEF 3	<input type="checkbox"/> DEF 3	Hear 1 beep	Page	Wait for 1 beep and talk
<b>PAGING AND TRANSFER</b> <i>To Transfer Call to Paged Person</i>	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> DEF 3	<input type="checkbox"/> GHI 4	Hear 1 beep	Page Wait for answer and hang up
	<ul style="list-style-type: none"> <li>• You may dial 35, 36, 37, 38 or 33 instead of 34.</li> <li>• You need not to lift the handset or press the SP-PHONE button first.</li> </ul>				
<b>ANSWER</b>	<input type="checkbox"/> GHI 4	<input type="checkbox"/> DEF 3	Hear 1 beep	Talk	

## OTHER FEATURES

- Lift the handset or press the SP-PHONE button first.
- After hearing confirmation tone (1 or 2 beep), hang up the handset or press the SP-PHONE button.

### BACKGROUND MUSIC

To enable

PRS 7 JKL 5 1 #

To cancel

PRS 7 JKL 5 OPER 0 #

### CALL FORWARDING

Setting

FWD/DND Dial extension no.  
 (11 through 26)

To cancel

FWD/DND  OPER 0

### DIAL CALL PICKUP DENY

Setting

PRS 7 DEF 3 1 #

To cancel

PRS 7 DEF 3 OPER 0 #

### DO NOT DISTURB

Setting

FWD/DND  1 OPER 0

To cancel

FWD/DND  OPER 0

### FLEXIBLE NIGHT SERVICE

(extension 11 only)

Setting

PRS 7 TUV 8 ABC 2 #

To cancel

PRS 7 TUV 8 1 #

### TO CANCEL FEATURES

PRS 7 WXY 9 #

- Following features can be canceled. Dial Call Pickup Deny, Do Not Disturb, Call Forwarding, Background Music, Data Line Security, Auto CO Hunting.

### SAVED NUMBER REDIAL

Programming  
Dialing

AUTO SNR(SAVE)  
 MEMORY

- You need not to lift the handset or press the SP-PHONE button.

SNR(SAVE)

### TIME SETTING

(extension 11 only)

PRS 7 PRS 7

Enter "Hour" (01 through 12)      Enter "Minute" (00 through 59)

OPER 0 or 1 #

"0": for AM  
"1": for PM

### AUTO CO HUNTING

Setting

PRS 7 ABC 2 1 #

To Cancel

ICM  PRS 7 ABC 2 OPER 0 #

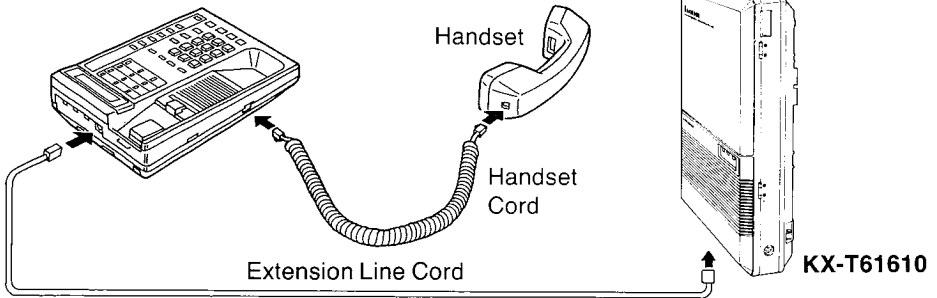
Detach this position

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# Preparation

- 1** Connect as shown.



For other connection, see page 47.

Even if a power failure takes place, the unit can be used as a standard telephone if the unit is connected to "EXT11" through "EXT16" of the KX-T61610.

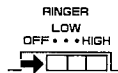
For further details, see page 47.

- 2** **RINGER VOLUME Selector:**

Set to "HIGH".

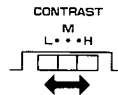
**LOW:** The ringing sound will be low.

**OFF:** The telephone will not ring.



- 3** **CONTRAST Selector:**

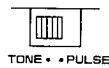
Set to "L", "M", or "H" to choose the best display intensity.



- 4** **DIALING MODE Selector during Power Failure:**

**TONE:** For tone dialing

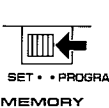
**PULSE:** For pulse dialing



- 5** **POWER FAILURE Switch:**

Set to "OFF".

For further details, See page 47.



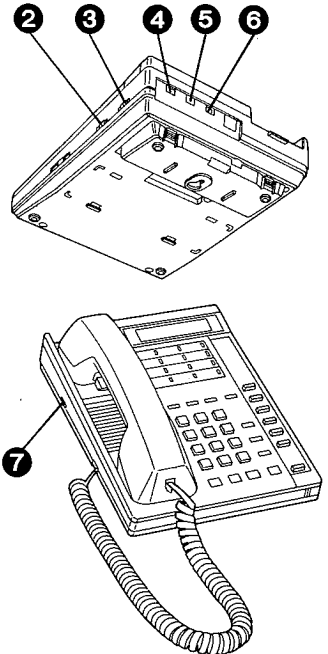
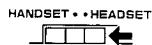
- 6** **MEMORY Switch:**

Set to "SET".

- 7** **HANDSET/HEADSET Selector:**

Set to "HANDSET".

If you use the optional headset KX-T30890, set to "HEADSET".



If the unit does not operate properly, disconnect the unit from the extension line cord and then connect again.



# Location of Controls

For your convenience, keep this page open when you read the following instructions.

CALL FORWARDING/DO NOT DISTURB (FWD/DND) Button and Indicator

CONFERENCE Button and Indicator

NUMBER Card  
(Write your telephone number.)

SAVED NUMBER REDIAL (SNR or SAVE) Button

LAST NUMBER REDIAL (LNR or REDIAL) Button

FLASH Button

HOLD Button

MEMORY Cards

Write Speed Dialing numbers. Quick reference cards can be found under the Memory cards.

PAUSE Button

TRANSFER/CLEAR Button

PROGRAMMABLE FEATURE Buttons and Card

LIQUID CRYSTAL (LC) Display

TELEPHONE NUMBER Card and Card Cover

After writing numbers on the card, place the Card Cover from the side of the ICM button again. Twist the cover a little and place the two hooks which exist in the middle of the cover. You can also use the reverse side to write the desired CO line numbers.

CENTRAL OFFICE (CO) LINE Buttons and Indicators

SPEAKER VOLUME CONTROL

AUTO/MEMORY Button and Indicator

AUTO ANSWER/MUTE Button and Indicator

INTERCOM(ICM) Button and Indicator

SPEAKERPHONE (SP-PHONE) Button and Indicator

# To Make Calls

When the unit is not in use, the Liquid Crystal Display will show the month, day and the present time. The unit will also show the corresponding mode activated. See pages 43 and 44.

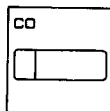
## Outward Dialing

Any of the 6 CO's may be directly selected.

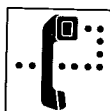
### ■ Individual Line Access



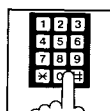
LIFT THE  
HANDSET



PRESS "CO"



WAIT FOR THE  
C.O. DIAL TONE

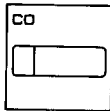


DIAL THE PHONE  
NUMBER



HANG UP  
WHEN THE  
CONVERSATION  
IS COMPLETED

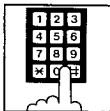
or



PRESS "CO"



WAIT FOR THE  
C.O. DIAL TONE



DIAL THE PHONE  
NUMBER



PRESS  
"SP-PHONE"  
WHEN THE  
CONVERSATION  
IS COMPLETED

- You may dial 9 or 81 through 86 instead of CO button. In this case, you must lift the handset or press the SP-PHONE button first.

9: Each extension can automatically select an idle CO (Central Office) line within the KX-T61610.

81 through 86:

Any of the 6 CO lines may be selected by dial access.

81: line access number of CO 1

82: line access number of CO 2

83: line access number of CO 3

84: line access number of CO 4

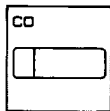
85: line access number of CO 5

86: line access number of CO 6

- You can not use the CO button whose indicator has been already lighting (red color) since anyone is using the CO line.
- The CO indicator will be lit (green color) at your extension and lit (red color) at other extensions.

Each extension can access new CO line without hanging up.

**While having a conversation;**



PRESS ANOTHER "CO"

- The original conversation will be terminated and new CO line can be accessed.

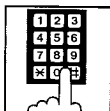
**Inter Office Calling (Intercom)**

Station to station dialing within the KX-T61610 system.

**Using the Handset**



LIFT THE HANDSET



DIAL THE EXTENSION NUMBER (11 through 26)



TALK

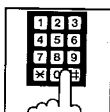


HANG UP

**Hands-free**



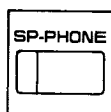
PRESS "SP-PHONE"



DIAL THE EXTENSION NUMBER (11 through 26)



TALK



PRESS "SP-PHONE"

- You may press the ICM button instead of the first SP-PHONE button.
- The ICM indicator will be lit (green color) while using the unit.

# To Make Calls (cont.)

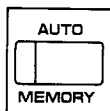
## Speed Dialing

There are 100 memory locations of system speed dialing available.

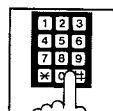
For programming, refer to "System Speed Dialing Entry" on page 37.



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"AUTO"



DIAL THE SPEED  
ACCESS CODE  
(00 through 99)

- You may press the CO button to select the CO line directly after lifting the handset or pressing the SP-PHONE button.

## One Touch Dialing

There are 12 memory locations for automatic dialing available.

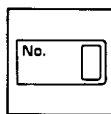
Up to 32 digits can be stored into each memory location.

For your convenience, program private phone numbers into the KX-T61630/KX-T61631.

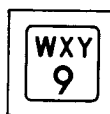
### Programming

- Be sure the handset is in the cradle and the SP-PHONE button is off.
- Set the MEMORY switch of the KX-T61630/KX-T61631 to "PROGRAM".

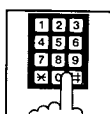
### Storage



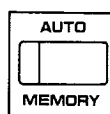
PRESS  
"PROGRAMMABLE  
FEATURE"



DIAL "9"



DIAL THE  
PHONE  
NUMBER



PRESS  
"MEMORY"

- You may dial 81 through 86 instead of 9.
  - 9...Each extension can automatically select an idle CO line.
  - 81 through 86...Each extension can select a CO line designated.
- 9 or 81 through 86 must be dialed for storage.
- You may program "✖", "#", "-", "FLASH" and "PAUSE". The SNR button is used as the "-" button.

### ■ To Correct an Error while Programming



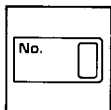
PRESS "CLEAR  
(TRANSFER)"  
INSTEAD OF  
"MEMORY"

- After pressing the CLEAR button, re-program the correct number.
- The TRANSFER button is used as the CLEAR button.

### ■ To Change a Stored Number

Repeat "Storage" on page 11.

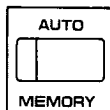
### ■ To Erase after Programming



PRESS  
"PROGRAMMABLE  
FEATURE"



PRESS  
"CLEAR  
(TRANSFER)"



PRESS  
"MEMORY"

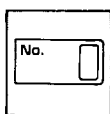
- The TRANSFER button is used as the CLEAR button.

After programming all the numbers, return the MEMORY switch to "SET".

### Dialing



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"PROGRAMMABLE  
FEATURE"

- You may press the CO button to select the CO line directly after lifting the handset or pressing the SP-PHONE button.

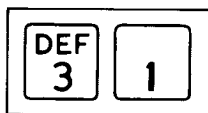
## Calling Doorphone

Up to two doorphones (KX-T30865) can be connected to the KX-T61610.

### ■ Doorphone 1



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "31"

### ■ Doorphone 2

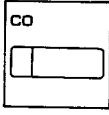
At step 2 left, dial 32 instead of 31.

# When a Line is Busy

## Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line (CO line) you have dialed is busy, you will be automatically called back when the extension or the outside line (CO line) becomes free using this function.  
 This feature is also known as camp-on.

### For outside (CO line) calls



PRESS "CO"



YOU WILL HEAR A BUSY TONE



DIAL "6"

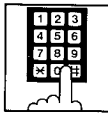


CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD



HANG UP OR PRESS "SP-PHONE"

### For intercom calls



DIAL THE EXTENSION NUMBER (11 through 26)



YOU WILL HEAR A BUSY TONE



DIAL "6"



CONFIRMATION TONE



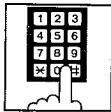
HANG UP OR PRESS "SP-PHONE"

When hearing the ring back on intercom calls or an outside call, lift the handset or press the SP-PHONE button.

- If you make or receive a call during camp-on mode, the camp-on mode will be canceled.

## Busy Station Signaling

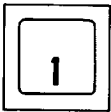
If the extension you have dialed is busy, you can inform that extension that another intercom call is reaching by three beeps. For use of this feature, the other extension is required to be set this feature beforehand in the KX-T61610.



DIAL THE EXTENSION NUMBER



YOU WILL HEAR A BUSY TONE



DIAL "1" AND WAIT FOR AN ANSWER

- To answer your signal, see "Call Waiting" on page 19.

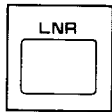
- While the other party is using a data terminal equipment, you may not be able to use this feature.
- If a busy tone is heard after dialing 1, it indicates that the other party has not set this feature.

## Last Number Redial

The last phone number dialed on an outgoing CO can be redialed.



LIFT THE HANDSET OR PRESS "SP-PHONE"



PRESS "LNR" (or "REDIAL")

- You may press the CO button to select the CO line directly after lifting the handset or pressing the SP-PHONE button.

In case of the KX-T61631, press the REDIAL button instead of the LNR button.

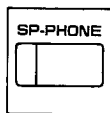
# To Receive Calls

## Answer



LIFT THE  
HANDSET

or



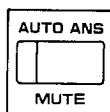
PRESS  
"SP-PHONE"

- When "Automatic Answering Selection" feature is selected "manual" mode in the KX-T61610 and outside call reaches, lift the handset and then press the CO button whose indicator is flashing (red color) quickly.
- When an intercom call reaches, you may press the ICM button whose indicator is flashing quickly and talk.
- When an outside call reaches, you may press the CO button whose indicator is flashing (red color) quickly and talk.

## Automatic Answer-Intercom

Allows an extension user to answer an intercom call in the automatic hands-free mode without any operation.

This feature is required to be set beforehand while the unit is not in use.



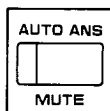
PRESS  
"AUTO ANS"

- The AUTO ANSWER indicator will be lit.

---

### ■ To Cancel

---



PRESS  
"AUTO ANS"

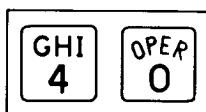
- The AUTO ANSWER indicator will go out.

## Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "40"

# To Receive Calls (cont.)

## Directed Call Pickup

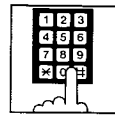
An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE HANDSET OR PRESS "SP-PHONE"



DIAL "4"

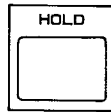


DIAL THE RINGING EXTENSION NUMBER

## Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

### ■ To Park a Call



PRESS "HOLD"



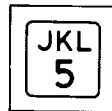
REPLACE THE HANDSET OR PRESS "SP-PHONE"

See "Call on Hold" on pages 16 and 17.

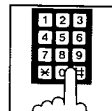
### ■ To Retrieve a Parked Call at Any Extension



LIFT THE HANDSET OR PRESS "SP-PHONE"



DIAL "5"



DIAL PARKED EXTENSION NUMBER

■ In case parked call is outside call, you may dial parked CO line number (81 through 86) instead of parked extension number.

## Doorphone

This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-32 in INSTALLATION MANUAL.

### ■ For Answering Doorphones



LIFT THE HANDSET

OR



PRESS "SP-PHONE"

When you want to make an outside call while an outside call is reaching, press the CO button.



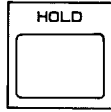
# While Having a Conversation

## Hold-CO

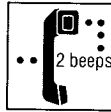
### Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call hold may be used.

Outside calls may be placed on hold.



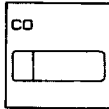
PRESS "HOLD"



CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

- The indicator of the CO button which is on hold will flash slowly (green color).
- The indicator of the CO button which is on hold will flash slowly (red color) at other extensions.

### ■ To Retrieve a Call on Hold



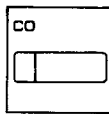
PRESS "CO"

- Press the CO button whose indicator is flashing slowly (green color).

### ■ To Retrieve a Call on Hold from Another Extension



LIFT THE HANDSET OR PRESS "SP-PHONE"



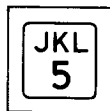
PRESS "CO"

- Press the CO button whose indicator is flashing slowly (red color).

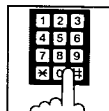
or



LIFT THE HANDSET OR PRESS "SP-PHONE"



DIAL "5"



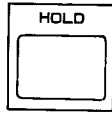
DIAL THE HOLDING EXTENSION NUMBER

# While Having a Conversation (cont.)

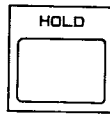
## Hold-CO

### Call on Exclusive Hold

Calls on exclusive hold can not be released by any extensions other than the phone which placed the call on hold.



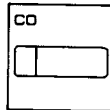
PRESS "HOLD"



PRESS AGAIN

- The indicator of the CO button which is on hold will flash in groups of 2 (green color).
- The indicator of the CO button which is on hold will light (red color) at other extensions.

### ■ To Retrieve



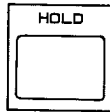
PRESS "CO"

- Press the CO button whose indicator is flashing in groups of 2 (green color).

## Hold-Intercom

### Call on Hold

Extension user can place an intercom call on hold. An Intercom hold can be activated on one extension only.



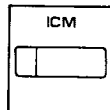
PRESS "HOLD"



CONFIRMATION TONE

- The ICM indicator will flash slowly.

### ■ To Retrieve a Call on Hold



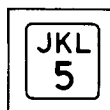
PRESS "ICM"

- The ICM indicator will be on.

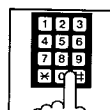
### ■ To Retrieve a Call on Hold from Another Extension



LIFT THE HANDSET OR PRESS "SP-PHONE"



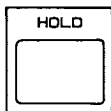
DIAL "5"



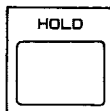
DIAL THE HOLDING EXTENSION NUMBER

## Hold-Intercom Call on Exclusive Hold

Calls on exclusive hold can not be released by any extensions other than the phone which placed the call on hold. An Intercom hold can be activated on one extension only.



PRESS  
"HOLD"



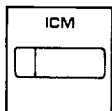
PRESS  
AGAIN

- The ICM indicator will flash in groups of 2.

---

### ■ To Retrieve

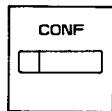
---



PRESS  
"ICM"

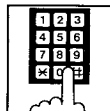
## Conference

Allows for up to a three party conference, (2-outside/1-inside), (1-outside/2-inside) or (3-inside).



PRESS  
"CONF"

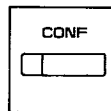
( A 1st party  
is placed  
on hold. )



DIAL 2ND PARTY



CONSULT WITH  
THE 2ND PARTY



PRESS  
"CONF"

( A 3-party  
conference  
is now  
established. )

- You may press the HOLD button instead of the CONFERENCE button first.

---

### ■ To Terminate One Caller and Talk to the Another Caller

---

- If both the conference parties are on the CO line; Press the CO button to talk to the desired party.
- If both the conference parties are on the extension; Press the ICM button. You will be connected to the first participant.
- If the conference parties are on the CO line and extension; To talk to the CO party, press the CO button. To talk to the extension party, press the ICM button.

# While Having a Conversation (cont.)

## Call Waiting

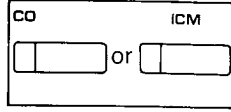
Call Waiting Tone during a conversation indicates there is a new incoming CO call or Intercom call. This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-28 in INSTALLATION MANUAL.

• If a call waiting tone is heard and the CO or ICM indicator does not flash, this tone indicates a call waiting tone by special company service. In this case, see "Call Waiting-Outside Line" on page 26.

### ■ To Terminate the Original Call and Talk to the New Caller



WILL HEAR A CALL WAITING TONE



PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING QUICKLY  
(The original call is now terminated.)



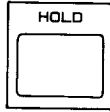
TALK

### ■ To Place the Original Call on Hold and Talk to the New Caller

■ If both original call and new call are intercom calls:  
(The ICM indicator will change lighting into flashing quickly when new call reaches.)



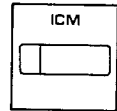
WILL HEAR A CALL WAITING TONE



PRESS "HOLD"  
(The dial tone is not heard.)



CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD



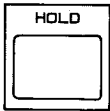
PRESS "ICM" TO TERMINATE THE 2ND CALL AND TO RETURN TO THE ORIGINAL CALL

■ If original call is CO call, and new call is CO call or intercom call: or

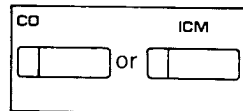
If original call is intercom call and new call is CO call:



WILL HEAR A CALL WAITING TONE



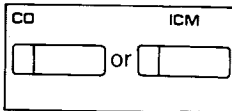
PRESS "HOLD"  
(The dial tone is heard.)



PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING QUICKLY



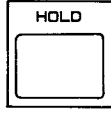
CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD



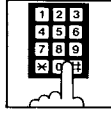
PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING SLOWLY TO TERMINATE THE 2ND CALL AND TO RETURN TO THE ORIGINAL CALL

## Call Splitting—Between CO and Intercom

Allows an extension user to alternate between a CO party and an Intercom party.



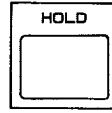
PRESS "HOLD" TO PLACE 1ST PARTY ON HOLD



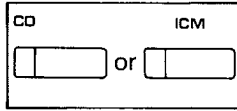
DIAL 2ND PARTY



CONSULT WITH THE 2ND PARTY WHILE THE 1ST PARTY IS ON HOLD



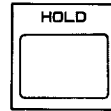
PRESS "HOLD" TO PLACE THE 2ND PARTY ON HOLD



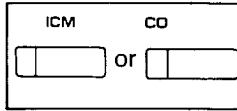
PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING SLOWLY



CONSULT WITH THE 1ST PARTY



PRESS "HOLD" TO PLACE THE 1ST PARTY ON HOLD



PRESS "ICM" OR "CO" WHOSE INDICATOR IS FLASHING SLOWLY

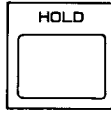


CONSULT WITH THE 2ND PARTY

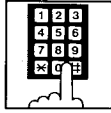
- To release the call splitting mode, press the CO or ICM button without pressing the HOLD button. Conversation will be terminated and call on hold will be returned to conversation.

## Call Splitting—Intercom

Allows an extension user to alternate between two intercom parties.



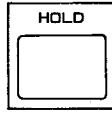
PRESS "HOLD" TO PLACE 1ST PARTY ON HOLD



DIAL 2ND PARTY



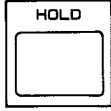
CONSULT WITH THE 2ND PARTY WHILE THE 1ST PARTY IS ON HOLD



PRESS "HOLD" TO PLACE THE 2ND PARTY ON HOLD



CONSULT WITH THE 1ST PARTY



PRESS "HOLD" TO PLACE THE 1ST PARTY ON HOLD



CONSULT WITH THE 2ND PARTY

- To release the call splitting mode, press the ICM button instead of the HOLD button. Conversation will be terminated and call on hold will be returned to conversation.

# While Having a Conversation (cont.)

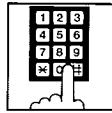
## Call Transfer

Outside calls or intercom calls may be transferred to any extension manually.

### ■ To Transfer after the Other Extension Answers



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER  
(11 through 26)



ANNOUNCE  
AND WAIT  
FOR AN  
ANSWER



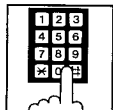
HANG UP OR  
PRESS  
"SP-PHONE"

- When busy, you may access the other extension by dialing 1. Also you may return to the calling party by pressing the CO or ICM button whose indicator is flashing slowly (green color).

### ■ To Transfer without Announcing to the Other Extension



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER

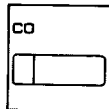


HANG UP OR  
PRESS  
"SP-PHONE"

### ■ To Retrieve the Call

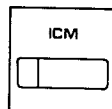
If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:

Outside call



PRESS "CO"  
TO RETURN TO THE  
CALLING PARTY  
(The CO indicator is  
flashing slowly.)

Intercom call



PRESS "ICM"  
TO RETURN TO THE  
CALLING PARTY  
(The ICM indicator  
is flashing slowly.)

- To change the party to whom a call is transferred before hanging up: Press the CO or ICM button whose indicator is flashing slowly to retrieve the call, then repeat the procedure of Call Transfer.
- The time that the transferred call which is not received returns to you, may be set to 15 seconds. For changing, see page 3-53 in INSTALLATION MANUAL.

# Paging

## Paging All Extensions

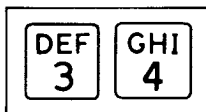
Allows paging to all extensions.

The page can only be heard from a proprietary telephone such as KX-T61630/KX-T61631.

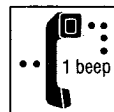
### To Access



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "34"



CONFIRMATION  
TONE OF 1 BEEP  
WILL BE HEARD



PAGE



WAIT FOR AN  
ANSWER  
AND TALK

- Page will be heard from built-in speaker.



## Paging Group

Allows paging to one of four groups.

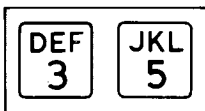
The page can only be heard from a proprietary telephone such as KX-T61630/KX-T61631.

### To Access

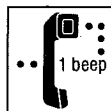
For Pickup Group 1



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "35"



CONFIRMATION  
TONE OF 1  
BEEP WILL  
BE HEARD



PAGE



WAIT FOR AN  
ANSWER  
AND TALK

- Page will be heard from built-in speaker.



- For Pickup Group 2: At step 2 above, dial 36 instead of 35.
- For Pickup Group 3: At step 2 above, dial 37 instead of 35.
- For Pickup Group 4: At step 2 above, dial 38 instead of 35.

If the dial tone (continuous tone) changes to a reorder tone (intermittent tone) or a mistake is made, hang up and start again.

# Paging (cont.)

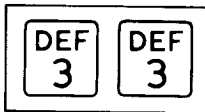
## Paging-External

Allows access to external paging equipment.

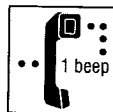
### To Access



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



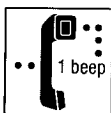
DIAL "33"



CONFIRMATION  
TONE

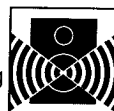


PAGE



WAIT FOR  
CONFIRMATION  
TONE AND TALK

■ Page will be heard from external paging equipment.

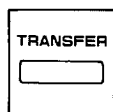


## Paging And Transfer

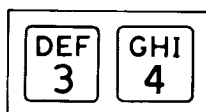
### To Transfer a Call to the Paged Person



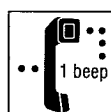
WHILE HAVING  
A CONVERSATION



PRESS  
"TRANSFER"



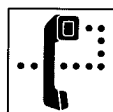
DIAL "34"



CONFIRMATION  
TONE



PAGE



WAIT FOR  
AN ANSWER



HANG UP  
OR PRESS  
"SP-PHONE"

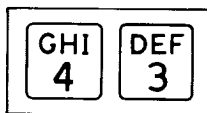
■ You may dial 35, 36, 37, 38 or 33 instead of 34.

## Answer

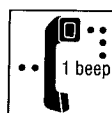
A page from built-in speaker or external paging equipment can be answered from any extension.



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "43"



CONFIRMATION  
TONE



TALK

● If a call and CO number has been paged and transferred, you may answer by pressing the CO button whose number has been paged and indicator is flashing slowly (red color), instead of dialing 43.



# Use of Other Features

## Background Music

Music from an external source (e.g. radio) can be listened to on the built-in speaker of the telephone.

### ■ To Enable



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "751#"



HANG UP OR  
PRESS  
"SP-PHONE"

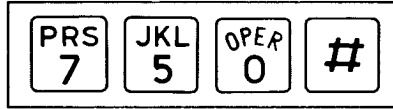


WILL HEAR  
MUSIC

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "750#"

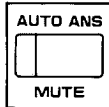
## Mute Operation

Use when you do not want your voice to be heard by the other party.

This feature can be activated in speakerphone mode only.

### ■ To Enable

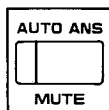
Be sure the SP-PHONE indicator is on.



PRESS  
"MUTE"

- The MUTE indicator will flash.

### ■ To Cancel



PRESS  
AGAIN

- The MUTE indicator will go out.

# Use of Other Features (cont.)

## One Touch Access for System Features

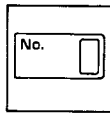
Features that can be accessed by using the Dialing button also can be programmed into memory. (e.g. Paging All Extensions, Background Music.)

### ■ To Program

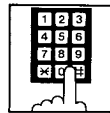
- Be sure the handset is in the cradle and the SP-PHONE button is off.
- Set the MEMORY switch of the KX-T61630/KX-T61631 to "PROGRAM".

#### Example:

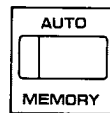
Paging All Extensions (Dial 34)



PRESS  
"PROGRAMMABLE  
FEATURE"



DIAL "34"



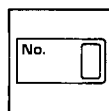
PRESS  
"MEMORY"

- System features described in the table on page 45 can be programmed into memory.
- After programming all the system features, return the MEMORY switch to "SET".

### ■ To Access



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"PROGRAMMABLE  
FEATURE"

## External Feature Access

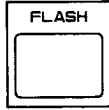
Allows extension user to access features of the central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by Central Office.)

The external feature (e.g. CALL WAITING FEATURE) can only be accessed when engaged on an outside call. The following example shows you one of the procedures.

### ■ Call Waiting—Outside Line



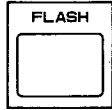
WILL HEAR A CALL WAITING TONE



PRESS "FLASH"



CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD



PRESS "FLASH"



CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD  
(If the calling party on hold hangs up, the line is terminated.)

- "Flash" can be stored into memory in the same way as "Storage" on page 11.
- You may access some features of host PBX using the FLASH button.  
If KX-T61610 is connected to host PBX and flash operation is required, follow the procedure of flash operation which is required in the host PBX.

# Use of Other Features (cont.)

## Switching between Using Handset and Hands-free

You may choose the handset or hands-free.

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### ■ To Use the Handset

---

While having a conversation using speakerphone



LIFT THE  
HANDSET

---

### ■ To Use Hands-free

---

While having a conversation using the handset



PRESS  
"SP-PHONE"



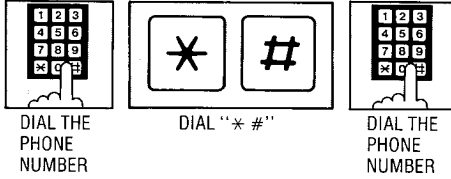
HANG UP THE  
HANDSET

- When the other party finds it difficult to hear your voice:  
Lower the sound level using the SPEAKER VOLUME CONTROL or speak louder.
- Absorbing echoes:  
Use in a room which has curtains or carpeting.
- To avoid lost conversations:  
If some part of the conversation is lost while talking, speak alternately.

OPERATION

# Pulse/Tone Conversion

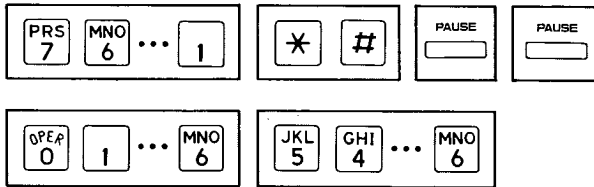
When the dialing mode is required to change a pulse mode to a tone mode in one dialing sequence, this feature is used.  
 (e.g. computer-accessed long distance service)



- When you dial using this feature, you must use the line set to a pulse mode.  
 Phone number after dialing “\* \* #” will be changed to tone mode.

## ■ Example: (Computer-accessed long distance service)

- Local access telephone number of the alternate long distance service company 765-4321, Authorization no. 0123456, Long distance no. 543-210-9876
- Pulse mode is required by local access telephone number of the alternate long distance service company.
- Service of MCI, SPRINT, METRO or other systems is used.



Detailed Operation

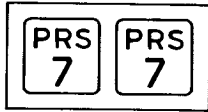
# Use of Other Features (cont.)

## Time Setting (extension 11 only)

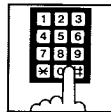
When the present time is out of order, you can adjust by following procedure.



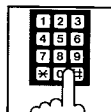
LIFT THE  
HANDSET OR  
PRESS "SP-PHONE"



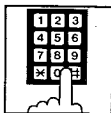
DIAL "77"



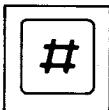
ENTER  
THE HOUR  
(01 through  
12)



ENTER THE  
MINUTE  
(00 through 59)



DIAL "0" OR  
"1"  
"0": for AM  
"1": for PM



DIAL "#"

## Intercom Alerting Mode

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

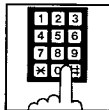
This feature is required to be set beforehand in the KX-T61610.

For programming, see page 3-31 in INSTALLATION MANUAL.

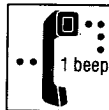
### ■ Switching to "Tone Alerting" Activation when "Voice Alerting" has been Established on the Called Party's Extension



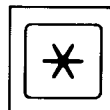
LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



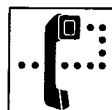
DIAL THE  
EXTENSION  
NUMBER



WAIT UNTIL A  
CONFIRMATION  
TONE IS HEARD



DIAL "\*"



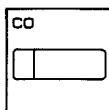
RING BACK  
TONE

## Flexible CO Button

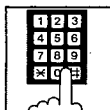
Allows each CO button to change into CO number which is different from printed CO number.

- Be sure the handset is in the cradle and the SP-PHONE button is off.
- Set the MEMORY switch of the KX-T61630/KX-T61631 to "PROGRAM".

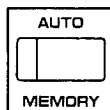
### ■ Setting



PRESS "CO" WHICH IS CHANGED INTO DIFFERENT CO NUMBER



DIAL THE CO NUMBER WHICH IS SET NEWLY (1 through 6)



PRESS "MEMORY"

- After programming all CO buttons, return the MEMORY switch to "SET".

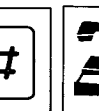
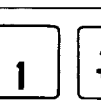
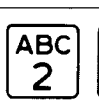
## Auto CO Hunting

Can access any CO line which is not in use directly by picking up the handset or the speakerphone on and tell an extension user which line is accessing by lighting the CO line indicator.

### ■ Setting



LIFT THE HANDSET OR PRESS "SP-PHONE"



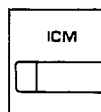
DIAL "721#"

HANG UP OR PRESS "SP-PHONE"

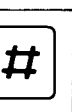
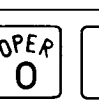
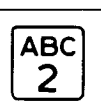
### ■ To Cancel



LIFT THE HANDSET OR PRESS "SP-PHONE"



PRESS "ICM"



DIAL "720#"



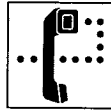
HANG UP OR PRESS "SP-PHONE"

# Use of Other Features (cont.)

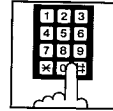
## ■ Dialing through CO Line



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



WAIT FOR THE  
C.O. DIAL TONE



DIAL THE PHONE  
NUMBER

- When you access an extension in the Auto CO Hunting Mode, press the ICM button after lifting the handset or pressing the SP-PHONE button.

## Account Code

This feature gives each message of the SMDR an account code of the called or calling party.

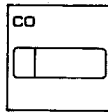
(Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through CO line.) This feature has two modes—"Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, the account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-34 in INSTALLATION MANUAL.

## Forced Mode

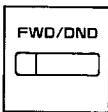
### ■ Making a Call



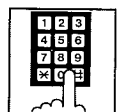
LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS "CO"  
(The FWD/DND  
indicator  
flashes.)



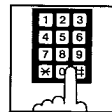
PRESS  
"FWD/DND"  
(The FWD/DND  
indicator  
lights. And an  
intermittent  
tone is  
heard.)



DIAL THE  
ACCOUNT  
CODE  
(Account  
code is  
required  
4 digits.)

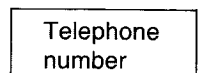
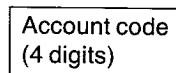
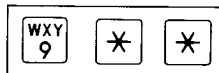


WAIT FOR THE  
C.O. DIAL TONE



DIAL THE PHONE  
NUMBER

- You may dial 9 or 81 through 86 instead of pressing the CO button.
- Account code must be required 4 numerical digits except for the # and \* buttons.
- If the account codes are programmed with the telephone numbers for one touch dialing or system speed dialing, you need not dial the account code when making a call. Program as follows.





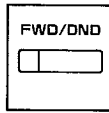
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## ■ Receiving a Call

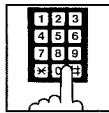
---

If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure.

Within 30 seconds of finishing your conversation or while having a conversation,



PRESS  
"FWD/DND"



DIAL THE  
ACCOUNT CODE

- Dialing the account code must be done before hanging up.

## Option Mode

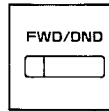
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### ■ Making or Receiving a Call

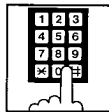
---

If you want to record a calling or called party's account code in the SMDR, follow the below-mentioned procedure.

Within 30 seconds of finishing your conversation or while having a conversation,



PRESS  
"FWD/DND"



DIAL THE  
ACCOUNT  
CODE  
(Account  
code is  
required  
4 digits.)

- Dialing the account code must be done before hanging up.

- If you enter the wrong account code, press the FWD/DND button and enter the correct code.

# Station Programming

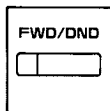
## Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

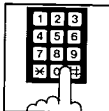
### ■ Setting



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"FWD/DND"



DIAL THE  
EXTENSION  
NUMBER  
TO WHOM THE  
CALL IS  
FORWARDED



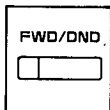
HANG UP OR  
PRESS  
"SP-PHONE"

- The FWD indicator will flash slowly.

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"FWD/DND"



DIAL "0"



HANG UP OR  
PRESS  
"SP-PHONE"

- The FWD indicator will go out.

## Data Line Security

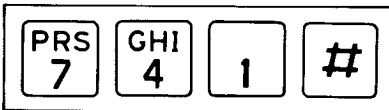
This feature provides security when transmitting data through an extension of the KX-T61610.

The parallel connection of the KX-T61630/ KX-T61631 and a data terminal equipment is impossible.

### ■ Setting



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "741#"

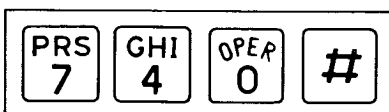


HANG UP OR  
PRESS  
"SP-PHONE"

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "740#"



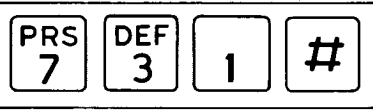
HANG UP OR  
PRESS  
"SP-PHONE"

## Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "731#"

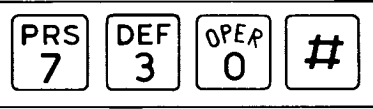


HANG UP OR  
PRESS  
"SP-PHONE"

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "730#"



HANG UP OR  
PRESS  
"SP-PHONE"

## Do Not Disturb

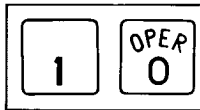
Each extension can be individually programmed from receiving intercom or outside calls.



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"FWD/DND"



DIAL "10"



HANG UP OR  
PRESS  
"SP-PHONE"

- The DND indicator will be lit.

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS  
"FWD/DND"



DIAL "0"



HANG UP OR  
PRESS  
"SP-PHONE"

# Station Programming (cont.)

## Flexible Night Service (extension 11 only)

Normal system operation is set for day time. Night service allows for the CO assignments to be rearranged via programming.

Night service is enabled or disabled through extension 11 using this feature, at any time.

Without activating this feature, the day/night services are automatically switched (default times are 9:00 AM and 5:00 PM) by the internal clock if the Switching Mode (Day/Night Service) is selected "Auto" mode in the KX-T61610.

### ■ To Enable Night Service



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"

PRS  
7

TUV  
8

ABC  
2

#

DIAL "782#"



HANG UP OR  
PRESS  
"SP-PHONE"

### ■ To Disable Night Service



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"

PRS  
7

TUV  
8

1

#

DIAL "781#"



HANG UP OR  
PRESS  
"SP-PHONE"

When the unit is not in use, the present mode selected will be shown by pressing the [#] button.

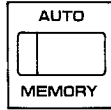
## Saved Number Redial

The phone number of an outgoing call to the CO when dialing, can be stored and then redialed.

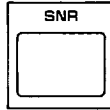
In case of the KX-T61631, press the SAVE button instead of the SNR button.

### Programming

#### ■ When the Called Line is Busy or while You are Speaking on the CO Line



PRESS  
"AUTO"

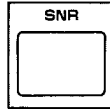


PRESS "SNR"  
(or "SAVE")

### Dialing



LIFT THE HANDSET  
OR PRESS  
"SP-PHONE"



PRESS "SNR"  
(or "SAVE")

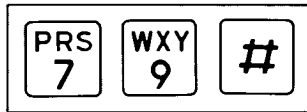
- You may press the CO button to select the CO line directly after lifting the handset or pressing the SP-PHONE button.

## Station Program Clear

Dialing (79#) will clear station programs on that extension.



LIFT THE  
HANDSET  
OR PRESS  
"SP-PHONE"



DIAL "79#"



HANG UP OR  
PRESS  
"SP-PHONE"

#### ■ The following feature can be canceled.

- Dial Call Pickup Deny
- Do Not Disturb
- Background Music
- Call Forwarding
- Data Line Security
- Auto CO Hunting

# Station Programming (cont.)

## System Speed Dialing Entry (extension 11 only)

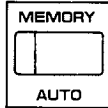
100 phone numbers each with up to 32 digits may be stored for speed dialing.

All speed dial entries must be entered at Extension 11 (KX-T61630/ KX-T61631) with the System Program Switch set to the PROGRAM position within the KX-T61610.

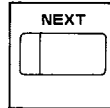
For your convenience, program common phone numbers into the KX-T61610.

Be sure the handset is in the cradle and the SP-PHONE button is off.

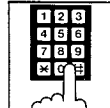
### ■ Storage



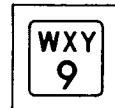
PRESS  
"AUTO"



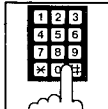
PRESS  
"NEXT"



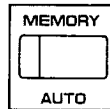
DIAL THE SPEED  
ACCESS CODE  
(00 through 99)



DIAL "9"



DIAL THE  
PHONE  
NUMBER



PRESS  
"MEMORY"

### ■ To advance to the next speed access code;



PRESS  
"SELECT"



DIAL THE  
SPEED  
ACCESS CODE  
(00 through 99)



DIAL "9"



DIAL THE  
PHONE  
NUMBER



PRESS  
"MEMORY"

- To program the next speed access code continuously, press the NEXT button instead of pressing the SELECT button and dialing the speed access code.
- To program the previous speed access code, press the PREVIOUS button instead of pressing the SELECT button and dialing the speed access code.

- You may dial 81 through 86 instead of 9.

9... Each extension can automatically select an idle CO line.

81 through 86... Each extension can select CO line designated.

- After programming all the numbers, return the System Program Switch to the SET position.  
(For more information see page 3-5 in INSTALLATION MANUAL.)

Detail Operation

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## ■ To Change a Stored Number

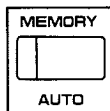
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Repeat "Storage" on page 37.

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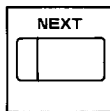
## ■ To Erase after Programming

---



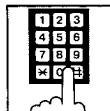
AUTO

PRESS  
"AUTO"

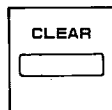


NEXT

PRESS  
"NEXT"

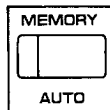


DIAL THE SPEED  
ACCESS CODE  
(00 through 99)



CLEAR

PRESS  
"CLEAR"



AUTO

PRESS  
"MEMORY"

## ■ To advance to the next speed access code;



SELECT

PRESS  
"SELECT"



DIAL THE SPEED  
ACCESS CODE  
(00 through 99)



CLEAR

PRESS  
"CLEAR"



AUTO

PRESS  
"MEMORY"

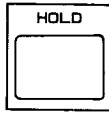
- You may use the NEXT button or the PREVIOUS button instead of pressing the SELECT button and dialing the speed access code.

# Example of Operation

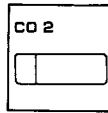
## ■ To Place a Call on Hold, and to Make Another Call

### Example (CO line):

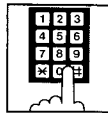
Call in progress ..... CO 1  
 New call ..... CO 2



PRESS  
"HOLD"



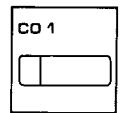
PRESS  
"CO 2"



MAKE A  
NEW CALL



CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 1  
IS ON HOLD



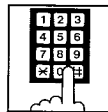
PRESS "CO 1"  
TO TERMINATE  
THE CALL ON  
CO 2 AND TO  
RETURN TO  
THE CALL  
ON CO 1

### Example (Intercom):

Call in progress ..... on extension 12  
 New call ..... on extension 13



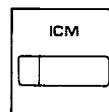
PRESS  
"HOLD"



DIAL THE  
EXTENSION  
NUMBER 13



CONSULT WITH  
THE NEW  
CALLER  
WHILE  
EXTENSION  
12 IS ON HOLD

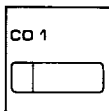


PRESS "ICM"  
TO TERMINATE  
THE CALL ON  
EXTENSION 13  
AND TO RETURN  
TO THE CALL ON  
EXTENSION 12

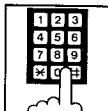
## ■ To Make a Call and Transfer a Called Party to Another Extension

### Example:

Call in progress ..... CO 1  
 Extension to whom a call is transferred .. Extension 12



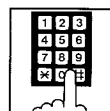
PRESS  
"CO 1"



MAKE A  
CALL



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 12



ANNOUNCE  
AND WAIT FOR  
AN ANSWER



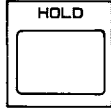
PRESS  
"SP-PHONE"  
TO TERMINATE  
A CALL



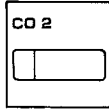
## ■ To Place One Call on Hold and Transfer the New Call to an Extension

### Example:

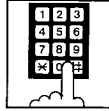
Call in progress ..... CO 1  
 New call ..... CO 2  
 Extension to whom a call is transferred .. Extension 12



PRESS  
"HOLD"



PRESS  
"CO 2"



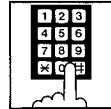
MAKE OR  
RECEIVE A  
NEW CALL



CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 1  
IS ON HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 12



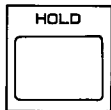
HANG UP OR  
PRESS  
"SP-PHONE"

- CO 2 call is now transferred to extension 12.
- CO 1 call is still on hold.

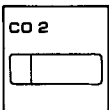
## ■ To Place Three Calls on Hold, Transfer Two of the Calls to Extensions and Talk to Call on Hold

### Example:

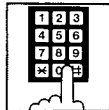
Call in progress ..... CO 1  
 New calls ..... CO 2, CO 3  
 CO 1 is transferred to extension 14.  
 CO 2 is transferred to extension 15.



PRESS  
"HOLD"



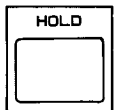
PRESS  
"CO 2"



MAKE OR  
RECEIVE A  
NEW CALL

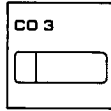


CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 1  
IS ON HOLD

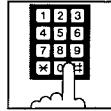


PRESS  
"HOLD"

# Example of Operation (cont.)



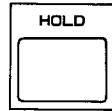
PRESS  
"CO 3"



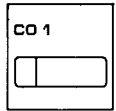
MAKE OR  
RECEIVE A  
NEW CALL



CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 2  
IS ON HOLD



PRESS  
"HOLD"



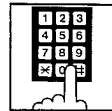
PRESS  
"CO 1"



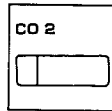
CONSULT WITH  
THE CALLER ON  
CO 1  
WHILE THE  
CALLER'S ON  
CO 2 AND CO 3  
ARE ON HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 14



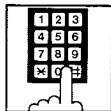
PRESS  
"CO 2"



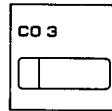
CONSULT WITH  
THE CALLER ON  
CO 2  
WHILE THE  
CALLER ON  
CO 3 IS ON HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 15



PRESS  
"CO 3"



TALK

- The call on CO 1 is now transferred to extension 14.
- The call on CO 2 is now transferred to extension 15.
- The call on CO 3 is now returned into conversation.

- You can transfer a desired call on CO to an extension in desired order regardless of order of placing on hold.

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# Busy Lamp Field

The indicators corresponding to the ICM (Intercom) and the CO buttons will indicate the status of the extensions.

## ●ICM indicator light

Light	Status
off	idle
on	in use for intercom
slow flashing	on hold
flashing in groups of 2	on exclusive hold
quick flashing	receiving


## Notes:

- If a call reaches through the CO line to which the CO line number is not assigned, the ICM indicator will flash quickly.  
And the CO call can be received by pressing the ICM or the SP-PHONE button or lifting the handset.
- If a call on CO line to which the CO line number is not assigned, is placed on hold, the ICM indicator will flash.

## ●CO indicator light

Light	Status
off	idle
on (green color)	in use
slow flashing (green color)	on hold
flashing in groups of 2 (green color)	on exclusive hold
on (red color)	in use at another extension
slow flashing (red color)	on hold at another extension
quick flashing (red color)	receiving

# Liquid Crystal Display

When the unit is not in use, the LC Display will show the month, day and the present time. Also the LC Display will show the year, month, day and the day of the week for about 5 seconds by pressing the  key.

DISPLAY TYPE	WHEN THE DISPLAY SHOWS
DURATION 2:15'30	While you are in conversation through a CO line. ●“2:15'30” indicates that the length of time that you have been speaking is about 2 hours 15 minutes and 30 seconds.
PROGRAM MODE	When the MEMORY switch is set to “PROGRAM”.
MO1: NOT STORED	When memory location 01 is stored no telephone number.
CAMP ON EXT12	When “Camp-on” is set for an extension 12.
CAMP ON CO-1	When “Camp-on” is set for the CO 1.
DOOR 1	When “Doorphone 1” is called.
EXT 11	When an intercom call reaches from the extension 11.
CO 1	When an outside call reaches the CO 1.
CONF EXT13 CO-2	When “Conference” has been established among you and the extension 13 and the CO 2.
PAGING(ALL)	When all extensions are paged.
PAGING(GRP2)	When group 2 is paged.
EXTERNAL PAGING	When a page has been accessed from an external paging equipment.
BGM ON	When “Background Music” is set on.
BGM OFF	When “Background Music” is canceled.

Detailed Operation

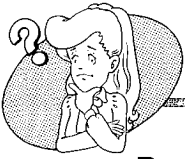
DISPLAY TYPE	WHEN THE DISPLAY SHOWS
FORWARDING EXT18	When "Call Forwarding" is set for an extension 18.
FWD/DND CANCEL	When "Call Forwarding" is canceled.
C.PICKUP DENY	When "Dial Call Pickup Deny" is set.
C.PICKUP ALLOW	When "Dial Call Pickup Deny" is canceled.
DO NOT DISTURB	When "Do Not Disturb" is set.
NIGHT MODE	When "Flexible Night Service" is set.
DAY MODE	When "Flexible Night Service" is canceled.
ENTER PGM CODE	When the SYSTEM PROGRAM switch in the KX-T61610 is set to "PROGRAM".
SPEED DIALING	When the AUTO button is pressed to program a speed dialing number.
ENTER SPEED CODE	When the NEXT button or SELECT button is pressed to program a speed dialing number after the AUTO button is pressed.
RESTRICTED	When "Toll Restriction" is set.
ENTER ACCNT CODE	When the FWD/DND button is pushed to enter an account code.
AUTO CO HUNT ON	When "Auto CO Hunting" is set.
AUTO CO HUNT OFF	When "Auto CO Hunting" is canceled.
BACK CO-1 EXT15	When the CO1 call that is transferring to extension 15 is returned.

# Table of System Features

The following system features can be programmed into memory.

Dial Plan Code	System Features
Extension no. (11 through 26)	Individual Inter Office Calling
DEF 3 1 or DEF 3 ABC 2	Calling Doorphone 1 or Doorphone 2
DEF 3 DEF 3	Paging-External
DEF 3 GHI 4	Paging All Extensions
DEF 3 JKL 5, DEF 3 MNO 6 DEF 3 PRS 7 or DEF 3 TUV 8	Paging Group 1, 2, 3 or 4
GHI 4 OPER 0	Dial Call Pickup
GHI 4 Extension no. (11 through 26)	Directed Call Pickup
GHI 4 DEF 3	Paging Answer
JKL 5 Extension no. (11 through 26)	Call Park Retrieve
MNO 6	Camp-on
PRS 7 OPER 0 #	Cancelling Call Forwarding or Do Not Disturb
PRS 7 1 Extension no. (11 through 26) #	Call Forwarding
PRS 7 1 1 OPER 0 #	Do Not Disturb
PRS 7 DEF 3 OPER 0 #	Cancelling Dial Call Pickup Deny
PRS 7 DEF 3 1 #	Dial Call Pickup Deny
PRS 7 JKL 5 OPER 0 #	Cancelling Background Music
PRS 7 JKL 5 1 #	Background Music
PRS 7 TUV 8 1 #	Flexible Night Service—Day Mode
PRS 7 TUV 8 ABC 2 #	Flexible Night Service—Night Mode

Detailed Operation



# Troubleshooting Guide



## Problem

## Cause & Remedy

**The unit does not ring.**

Ringer Volume Selector is set to "OFF". Set to "HIGH" or "LOW".

**The unit does not operate during power interruption.**

The unit is used as extension 17 through 26. Use another KX-T61630/KX-T61631 which is used as extension 11 through 16 and switch the POWER FAILURE switch to "ON". Then the unit can be used as a standard telephone.

**The unit does not operate in spite of using the optional headset KX-T30890.**

The HANDSET/HEADSET selector is set to "HANDSET". Switch the selector to "HEADSET".

**System programming can not be done into the KX-T61610.**

You may have programmed without using an extension 11. The system programming can be done by using an extension 11 only.

**I have transferred a call to the different party by mistake.**

Press the CO or ICM button whose indicator is flashing slowly to retrieve the call, then repeat the procedure of Call Transfer.

**Power failure does not take place but the unit does not operate except in manual dialing and receiving.**

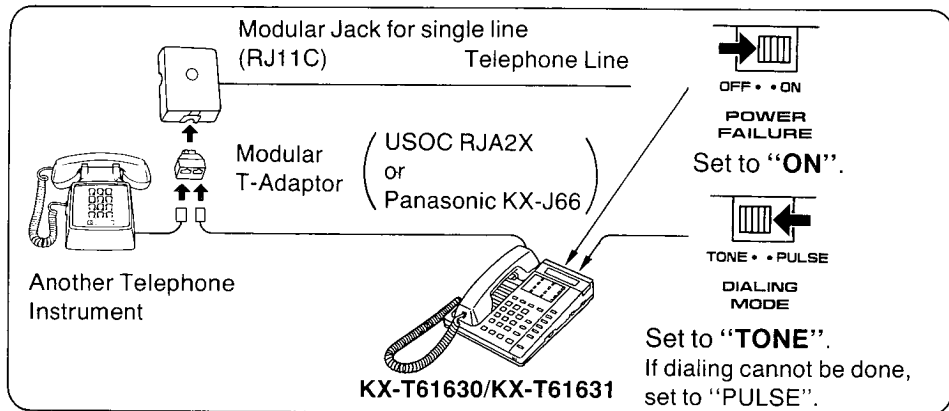
The POWER FAILURE switch may be set to the ON position. Change the switch to the OFF position.

**I placed a call on hold and hung up once, then seized a line and tried to place a call on exclusive hold, but I can not.**

Retrieve a call once and place a call on exclusive hold again.

# Connection to Telephone Line

The KX-T61630/KX-T61631 may be connected to a telephone line. But will only operate in Manual Dialing and Receiving.



- In this case, if you are required from the telephone company, inform the followings.
  - FCC Registration No; . . . . . ACJ96N-72637-TE-E
  - Ringer Equivalence; . . . . . 1.0 B
  - The particular line to which the equipment is connected.

- Do not use any handset other than Panasonic handset for model KX-T61630/KX-T61631 use.

- This unit must not be connected to a coin operated line. If you are on a party line, check with your local telephone company.

- **Ringer Equivalence Number (REN):**  
The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the REN's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

## Power Failure

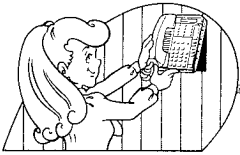
In the event of a power failure, each CO line will be connected to assigned extension if the KX-T61630/KX-T61631 is used as an extension 11, 12, 13, 14, 15 or 16.

- CO 1 will be assigned to extension 11
- CO 2 will be assigned to extension 12
- CO 3 will be assigned to extension 13
- CO 4 will be assigned to extension 14
- CO 5 will be assigned to extension 15
- CO 6 will be assigned to extension 16

In this case, set the POWER FAILURE switch to "ON".

If dialing cannot be done, switch the DIALING MODE selector to the other position ("PULSE" or "TONE").





# Wall Mounting

This unit can be mounted on a wall phone plate.

## To rotate the handset guide for wall mounting

1. Pull up in the direction of arrow (A).
2. Set by rotating as shown.

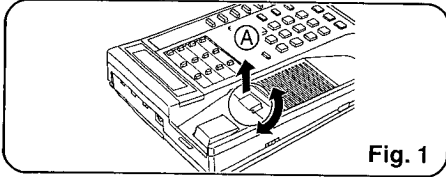


Fig. 1

To temporarily place the handset down during a conversation, hook as shown.

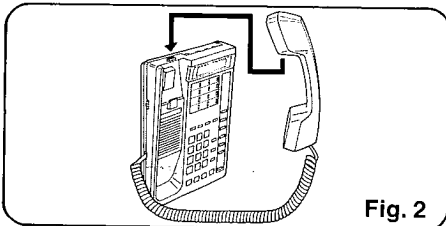


Fig. 2

## To mount the unit on a wall phone plate

1. Remove the rest by pulling in the direction of the arrow (B) while pushing the two snap tabs simultaneously in the direction of the arrow (A), as shown in Fig. 3.
2. Insert the hooks of the rest into the hole of the unit then replace the rest by pushing it in the direction of the arrow (C), as shown in Fig. 4.
3. Connect the telephone cord to the unit.

4. Mount the unit to the wall phone plate then seat securely by hooking as shown in Fig. 5.
5. Connect the cord to the telephone line jack.

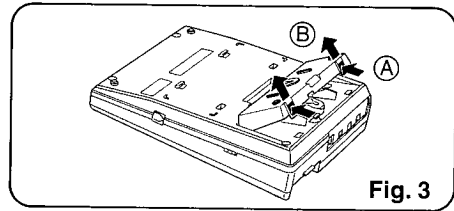


Fig. 3

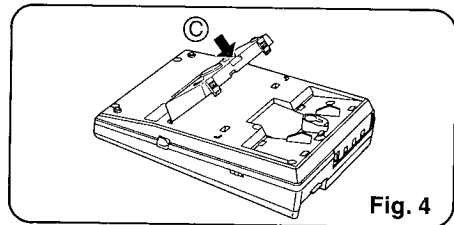


Fig. 4

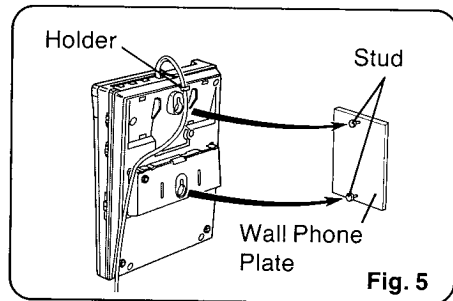
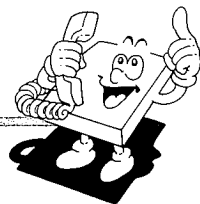


Fig. 5

- When you want to connect the unit to a wall phone plate using a short telephone cord, have a house-wiring installed by the telephone company or a qualified installer, purchase a short telephone cord of 4-conductor and connect the cord to a wall phone plate.

# Important Information



In the event terminal equipment causes harm to the telephone network, the telephone company should notify the customer, if possible, that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service providing that they:

- (a) Promptly notify the customer.
- (b) Give the customer an opportunity to correct the problem with their equipment.
- (c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in F.C.C. Rules and Regulations Subpart E of Part 68.

The Telephone Company may make changes in its communications facilities, equipment, operations or procedures, where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in F.C.C. Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

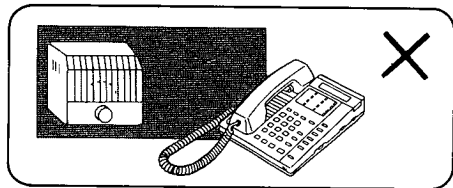
**This telephone does not provide magnetic coupling to hearing aids.**

**FCC rules prohibit the use of non-hearing aid-compatible telephones in the following locations or applications:**

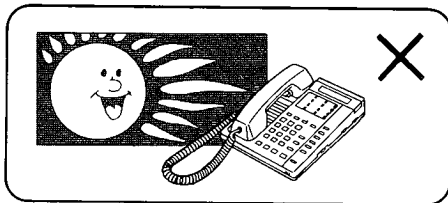
- (1) All public or semipublic coin-operated or credit card telephones.
- (2) Elevators, highways and tunnels (automobile, subway, railroad or pedestrian) where a person with impaired hearing might be isolated in an emergency.
- (3) Places where telephones are specifically installed to alert emergency authorities such as fire, police or medical assistance personnel.
- (4) Hospital rooms, residential health care facilities, convalescent homes, and prisons.
- (5) Workstations for hearing impaired personnel.
- (6) Hotel, motel, apartment lobbies; in stores where telephones are used by patrons to order merchandise; in public transportation terminals where telephones are used to call taxis, or to reserve lodging or rental automobiles.
- (7) Hotel and motel rooms. (At least ten percent of the rooms must contain hearing aid-compatible telephones; or contain jacks for plug-in hearing aid-compatible telephones which will be provided to hearing impaired customers upon request.)

# Others

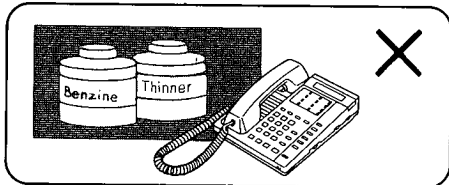
- If there is any trouble, disconnect the unit from the extension line and connect a known working phone. If the known working phone operates properly, have it repaired by one of the specified Panasonic Factory Service Centers. If the known working telephone does not operate properly, check the Electronic Modular Switching System (KX-T61610).
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.



- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.



- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.



## WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

"This equipment has been tested and found to comply with the limits for a Class B computing device in accordance with the specifications set forth in Subpart J of Part 15 of the FCC Rules. If this equipment does cause interference to radio or television reception which can be determined by turning the equipment on and off, use the equipment in another location and/or utilize an electrical outlet different from that used by the receiver."

## For your future reference

SERIAL NO. \_\_\_\_\_  
(found on the bottom of the unit)

DATE OF PURCHASE \_\_\_\_\_

NAME OF DEALER \_\_\_\_\_

DEALER'S ADDRESS \_\_\_\_\_

# Limited Warranty

Panasonic Company, PHI or PSC will repair this product with new or rebuilt parts, free of charge, in the U.S.A. or Puerto Rico for one (1) year from the date of original purchase in the event of a defect in materials or workmanship.

**Batteries** (if included)—New rechargeable batteries in exchange for defective rechargeable batteries for ten (10) days from the date of original purchase. Non-rechargeable batteries are not warranted.

Carry-in or mail-in service in the continental U.S.A. can be obtained during the warranty period from a Matsushita Services Company (MSC) Factory Servicenter listed in the Servicenter Directory. Or call 1-800-447-4700, toll free, to locate an authorized MSC Servicenter. Carry-in or mail-in service in Puerto Rico or Hawaii can be obtained during the warranty period by calling the telephone numbers listed in the Servicenter Directory.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty performance is rendered.

This warranty only covers failures due to defects in materials or workmanship which occur during normal use. It does not cover damage which occurs in shipment or failures which are caused by products not supplied by Panasonic Company, PHI or PSC or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, modification, or service by anyone other than a MSC Factory Servicenter or authorized MSC Servicenter or damage that is attributable to acts of God.

## LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

PANASONIC COMPANY, PHI AND PSC SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY.

ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE. Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions or limitations may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

If a problem with this product develops during the warranty period, you may contact your dealer or Servicenter. If the problem is not handled to your satisfaction, then write to the Consumer Affairs Division at the company address indicated below.

### **Panasonic Company Division of Matsushita Electric Corporation of America**

One Panasonic Way, Secaucus, New Jersey 07094

### **Panasonic Hawaii, Inc. ("PHI")**

91-238 Kauhū St. Ewa Beach, Honolulu, Hawaii 96808-0774

### **Panasonic Sales Company ("PSC"), Division of Matsushita Electric of Puerto Rico, Inc.**

Ave. 65 De Infanteria, KM 9.7 Victoria Industrial Park, Carolina, Puerto Rico 00630

**— PANUG-019**

# Servicenter Directory

To locate an Authorized Servicenter in Your Area within the Continental U.S.A.

**DIAL TOLL FREE: 1-800-447-4700**

**24 Hours a Day, 7 Days a Week**

Requests for assistance in obtaining repairs or technical information...contact any one of the following Service Administration offices:

**EASTERN**

50 Meadowland Parkway  
Secaucus, NJ 07094  
201-348-7460

**MIDWEST**

425 East Algonquin Road  
Arlington Heights, IL 60005  
312-981-4842

**WESTERN**

6550 Katella Avenue  
Cypress, CA 90630  
714-895-7438

**SOUTHERN**

1854 Shackle-Ford Court,  
Suite 105  
Norcross, GA 30093  
404-925-6860

**Correspondence requesting product information should be sent to:**

Panasonic Consumer Affairs, Matsushita Services Company, Division of Matsushita Electric Corporation of America, 50 Meadowland Parkway, Secaucus, NJ 07094

## Service in Puerto Rico

**MATSUSHITA ELECTRIC OF PUERTO RICO, INC.**

Panasonic Sales Company  
Factory Servicenter  
Calle Rosarito, Edif  
D Ceramica Industrial Park  
Carolina, Puerto Rico 00630  
809-750-5135, 809-750-5235

## Service in Hawaii

**PANASONIC HAWAII, INC.**

91-238 Kauhī Street, Ewa Beach  
P.O. Box 774  
Honolulu, Hawaii 96808-0774  
808-682-1521

## Service in the Continental U.S.A. ...

### Factory Servicenters

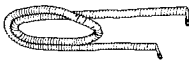

1575 NORTHSIDE DRIVE  
SUITE 325  
ATLANTA, GA 30318  
(404) 351-8978

**MATSUSHITA SERVICES COMPANY**

Division of Matsushita Electric Corporation of America  
50 Meadowland Parkway, Secaucus, New Jersey 07094

# Accessory Order Information

- Replacement parts and accessories are available through your local authorized parts distributor.
- For the authorized distributor in your area, call toll free: 1-800-447-4700.

Part No.	Picture	Description	Comment
KX-J07G		Handset cord (gray)	7 feet
KX-J15G			15 feet
KX-J25G			25 feet
KX-J66		T adaptor	Parallel connection for single line

General Information

